

## City of Pullman

# Planning Department Newsletter



## New Subdivision Proposed South of High School

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On April 22, the public works department received an application regarding the preliminary plat of Meadow Creek Subdivision for ten acres of land formerly owned by Glenn and Melodie Petry south of Pullman High School. The proposal involves the division of the property into 33 lots and public streets. The parcel under consideration is situated among several multiple-acre tracts each developed with one single family dwelling.

Two exterior access routes are planned for the subdivision—one from Larry Street and the other from State Street (extended). As envisioned by city staff, the State Street access would be gated and used only for emergency vehicles (e.g., police and fire equipment). A wetland exists on the north side of the property. The planning department is awaiting the transmittal of a wetland mitigation plan to address anticipated impacts on this environmentally sensitive area.

Property owners in the vicinity of the subject property were made aware of this proposal prior to submittal of the preliminary plat application. In early April, they requested a meeting at City Hall with the planning director and public works director to discuss the project. At this session, adjacent residents expressed concern over public safety, vehicular traffic, pedestrian circulation, housing density, wetland protection, extension of utilities, and grading operations. Following the meeting, planning staff contacted the project manager to pass along these concerns. On

April 25, neighborhood residents filed a letter with the city to call attention to the unique characteristics of the subject property and suggest it was in the public interest to reduce the proposed housing density at the site.

As application materials are submitted for this project, city staff will review them to determine if they are complete. Once this determination is made, staff will begin processing the various applications. The planning department will provide updates regarding this matter in future newsletters.

**Your comments,  
questions and  
suggestions are always  
welcome.**



The land selected for the proposed Meadow Creek Subdivision is ten acres in size. Structures associated with the former Petry home appear in the background.

# UPDATE ON PROPOSED WAL-MART

At this time, the city is awaiting additional application materials regarding the proposed Wal-Mart Supercenter in Pullman. This store, planned for a 28-acre site on the south side of Bishop Boulevard at its intersection with Harvest Drive, would be approximately 223,000 square feet in size, with a landscaped parking lot containing about 1,000 parking spaces.

The additional materials anticipated from the applicant include information concerning wetlands on or near the site of the proposed Wal-Mart store, and documentation related to traffic impacts that may occur as a result of the

project. With this additional information, city staff expects the applicant to provide a revised environmental checklist for consideration.

Once the city has gathered sufficient information to begin making decisions regarding this proposal, the city will notify the public by such means as news releases, legal advertisements in the local newspaper, and posting signage at the site. The city invites comments at any time from interested citizens concerning this matter.

## Constructing a Fence

Does your “honey-do” list this spring include building a fence? If so, the city would like to provide you with some basic guidelines to follow in order to meet the requirements of both the zoning and building codes.

There are a few things to keep in mind when constructing a fence in the city:

- ⇒ A building permit is not required for fences six feet in height and under; if you are proposing to construct a fence over six feet, please contact the Pullman building division at (509) 338-320
- ⇒ Fences shall not be more than 42 inches (3½ feet) in height in the front yard setback area
- ⇒ Fences shall not be more than 72 inches (6 feet) in height in the flanking street side yard (the side yard on a corner lot that is adjacent to the street)
- ⇒ Trellises built as support structures for plant material are allowed in setback areas
- ⇒ Electric fences are not allowed inside the city limits

- ⇒ Prior to starting construction of a fence, contact “Call Before You Dig” at 1-800-424-5555 to locate utilities

Another important factor to consider before building any structure on your property (or planting any large shrubs or trees) is visibility for motorists at street intersections. If your property is located on a corner lot, please note that no structure or landscaping is allowed to be more than 36 inches (3 feet) in height within the “vision clearance area” established at each corner in residential districts.

For more information regarding fence construction or vision clearance areas, please see the Pullman City Code available at [www.pullman-wa.gov](http://www.pullman-wa.gov), view a copy of the code in the planning department office, or give us a call at (509) 338-3213.



## Meet Stephanie Landers, Public Works Administrative Assistant



Every organization has its “point person”—an employee who coordinates much of the activity in the work unit. In the planning and public works departments, that focal person is Stephanie Landers, public works administrative assistant. Without her, many important functions of the planning department, including production of this newsletter, would not be accomplished.

Stephanie was born and raised in Warwick, Rhode Island, a city of 87,000 people located about 60 miles southwest of Boston. In high school, she excelled at several sports, including soccer, basketball, softball, and track. Her soccer team even won the state championship during her junior and senior years.

Two days after graduating from high school, she moved with the rest of her family to Orlando, Florida. And, one week after that, she started work on her baccalaureate at Orlando College. Slightly more than two years later, she graduated magnum cum laude with a degree in paralegal studies.

Over the years, Stephanie has applied the knowledge she gained in college by furnishing paralegal services across the country. She's been employed with law firms in Maitland, Florida and Moscow, Idaho, and with the Station Judge Advocate's Office at the Barber's Point Naval Air Station in Hawaii. Her most recent paralegal experience was gained at Landeck, Westberg, Judge & Graham, P.A., in Moscow. She also worked for a time as a deputy clerk at the Latah County District Court office. Her tenure in Hawaii, as

well as short stays in Idaho Falls and San Diego, were journeys made with her former husband, who was enlisted in the Navy.

Stephanie began her current job at the city in June of 2000. With regard to her career shift from paralegal activities, Stephanie said, “I was ready to make the switch to administration in a challenging work environment where I could learn something new every day.” As an administrative assistant for two city departments, she performs a wide variety of tasks for an office of 14 employees. She provides customer service, drafts departmental budgets, maintains payroll records, processes purchase orders, prepares minutes for planning meetings, organizes contract and address files, and coordinates the city's site plan review and State Environmental Policy Act procedures, among other things.

Her work for the planning department has raised her level of awareness regarding neighborhood land use issues. “Planning has opened my eyes about many things,” she said. “I've learned a lot about zoning and environmental issues from our planning meetings, and I now know what to look for the next time I buy property.”

When she's not working at City Hall, Stephanie enjoys relaxing at home with her two purebred German Shepherd dogs, Alexa and Sanuk (AKA “Bubba”). She likes to stay active through organized sports, Pilates workouts, skiing, and dancing. She roots for the University of Florida Gators every chance she gets, especially when they're matched up against their rival Florida State Seminoles. She also takes pleasure in shopping excursions, especially “big city” shopping excursions with occasional stops for chocolate delicacies.

Stephanie brings plenty of experience to her role as the central administrative figure in the planning and public works offices. Those of us who rely on her professional skills consider her to be a key participant in our daily operations.





## Pending Land Use Applications

Displayed below are land use applications submitted to the planning or public works department or city-generated proposals for planning provisions that require a public meeting, public notice, or site plan review in accordance with the city code.

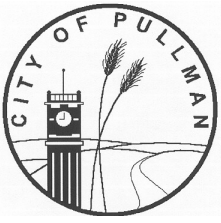
PROJECT	DESCRIPTION	LOCATION	STATUS
Zoning Code Text Amendment	allow radio and television studios in C1 districts	C1 districts citywide	PC recommended approval; CC meeting date undetermined
Big Sky Annexation	annex 7.3 acres to city in R2 pre-zone district	west of Sunnyside Park and north of Old Wawawai Road	CC accepted annexation notice; city awaiting petition
Airport Property South Annexation	annex 170 acres to city in C3 pre-zone district	south of Pullman-Moscow Airport	PC recommended approval; awaiting legal description
Hinrichs Annexation	annex 16 acres to city in R2 pre-zone district	west of Sunnyside Park and north of Old Wawawai Road	CC accepted annexation notice; city awaiting petition
Shompole Annexation	annex 2 acres to city (no pre-zone designation)	352 Johnson Road	CC accepted annexation notice; city awaiting petition
Paradise Hills Subdivision No. 4 Preliminary Plat	divide 33.7 acres into 82 lots and public streets in an R2 district	west end of NW Terre View Drive	staff reviewing application; possible PC hearing on 5/25
VBC Terre View Subdivision Preliminary Plat	divide 7.7 acres into 4 lots in R3 district	southeast of Palouse Trace apartment complex on west side of NE Terre View Drive	staff reviewing application; possible PC hearing on 5/25
Meadow Creek Subdivision Preliminary Plat	divide 10.0 acres into 33 lots and public streets in R1 district	south of high school on south side of 500 block of Larry Street	staff reviewing application
Hinrichs Zone Change (Z-04-3)	rezone 38.3 acres from R3 to R2	south end of Golden Hills Drive	PC recommended approval; CC meeting date undetermined
Radio Palouse Zone Change (Z-05-1)	change prezone of 9,000-sq-ft parcel from R2 to C1	west of Sunnyside Park and north of Old Wawawai Road	PC recommended approval; CC meeting date undetermined
City Transit Building Addition Substantial Development Permit (No. 69)	construct 4,800-sq-ft addition to city transit operations building	775 NW Guy Street	city reviewing comments submitted during local comment period
Wal-Mart Supercenter site plan (04-26)	develop 223,000-sq-ft store on 28-acre site	south of Harvest Dr/Bishop Boulevard intersection	staff reviewing site plan
Pullman Heating Building site plan (04-29)	develop 7,500-sq-ft building on 5.0-acre site	southeast corner of Davis Way and Park West Drive	staff requested applicant to revise site plan
Oak Ridge Townhouses site plan (04-31)	develop 5 townhouses on 18,150-sq-ft lot	715 NE Oak Street	staff requested applicant to revise site plan



KEY TO ZONING DISTRICTS: R1 Single Family Residential; RT Residential Transitional; R2 Low Density Multi-Family Residential; R3 Medium Density Multi-Family Residential; R4 High Density Multi-Family Residential; C1 Neighborhood Commercial; C2 Central Business District; C3 General Commercial; I1 Light Industrial; I2 Heavy Industrial; IRP Industrial Research Park; WSU Washington State University

KEY TO COMMITTEE ABBREVIATIONS: CC: City Council; PC: Planning Commission; BOA: Board of Adjustment

NOTES: 1) If an applicant fails to act on a pending application for a period of six months, said application will be dropped from the above list. 2) Numbers in parentheses are planning staff's internal file numbers. 3) Site plan review by city staff is generally conducted for proposed construction of developments other than single family homes, duplexes, or manufactured homes; it does not apply to most construction on the WSU campus.



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For any readers who are not currently receiving this newsletter by email and who wish to register for this service, please contact the planning department for assistance.

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**WWW.PULLMAN-WA.GOV**

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